



# INFORMATION BULLETIN

VOL. 12 - NO. 10

DEPARTMENT OF THE ARMY  
ST. LOUIS DISTRICT, CORPS OF ENGINEERS

OFFICIAL

19 DECEMBER 1975



Traditionally the happiest of all holiday seasons is the Christmas season with its universal concept of "Peace on Earth, Good Will to Men." It is a time of family reunion, when loved ones gather to share the Christmas feast, to reminisce about the past year and to look forward to the promise of a new year.

As this will undoubtedly be my last Christmas as District Engineer, US Army Engineer District, St. Louis, I would like to reminisce for just a moment on the past year.

Without question, it has been a full, and at times trying, year for the District. It seems, however, that the more adverse the circumstances the more each of you became more personally involved proving your dedication to serve not only the District, but also the community. A new record of giving for both the Combined Federal Campaign and the Old Newsboy Day sale of papers is ample proof that we are interested in the well being of our fellow citizen. The fact that the District received four awards from our professional peers in recognition of our engineering efforts; the fact that we have met impossible schedules pertaining to replacement of locks and Dam 26; the fact that we were recognized for our Equal Employment Opportunity achievements; the fact that we were selected as the site for the dedication of the Corps' Bicentennial Exhibit, the M/V SGT FLOYD; the fact that these examples are only a few of our many accomplishments this past year proves your dedicated sense of accomplishment and are sources of great pride to me in your daily efforts. I say "Thanks" for all the support you have given me this past year.

Let us hope in the coming year that the concept of this holiday season prevails throughout the year. That the light of understanding and tolerance, and the hope, love and peace that is the spirit of Christmas abide in our hearts.

To each of you, and to your loved ones, Elizabeth and I, and our entire family, send our heartfelt wish for happiness throughout the holidays and may you have a New Year filled with the Spirit of Christmas.

God bless you all.

THORWALD R. PETERSON  
Colonel, CE  
District Engineer

SEASON'S GREETINGS

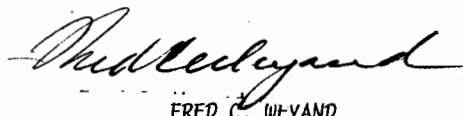
During this festive and meaningful season of the year, we join in extending holiday greetings to all personnel of the United States Army. We are deeply grateful for your unselfish service, your devotion to duty, and your dedication to the principles of freedom and justice for all.

The Holy Season carries a message of hope that men and nations will be reconciled to one another, that brotherhood and self-determination will become realities, and that humanity will follow the guiding light that leads to peace on earth. The joyous and uplifting celebrations reinforce in us the ideals and values for a more secure and peaceful world that cannot be attained without the American soldier.

May God grant to each of you a Holiday Season of true joy and a New Year of genuine happiness.



MARTIN R. HOFFMANN  
Secretary of the Army



FRED C. WEYAND  
General, United States Army  
Chief of Staff


\*\*\*\*\*

As the Holiday Season draws near, happy memories of the joys of the past year draw families and friends closer together as they plan for a better and brighter new year.

We have taken advantage of 1975, as the bicentennial year of the U. S. Army and its Corps of Engineers, to look back 200 years with pride and gratitude to a wonderful heritage and tradition of service in peace and in war. We all can take comfort in the past accomplishments of the Corps of Engineers because we are indeed part of a proud history!

Let us, on the eve of the new year, re-dedicate ourselves to the lofty ideals of our forebears and lay a solid foundation for the third century of continuing service to the nation.


Mrs. Gribble joins me in wishing each of you and your families health, happiness and success in 1976.

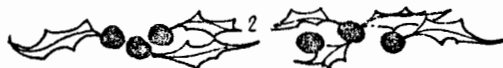
  
W. C. GRIBBLE, JR.  
Lieutenant General, USA  
Chief of Engineers

As the holiday season approaches, let us reflect on our accomplishments of 1975 and then strive to exceed them in 1976.

I welcome this opportunity to extend personal greetings to all employees of the Lower Mississippi Valley Division and the Mississippi River Commission. I deeply appreciate your professionalism, your enthusiasm and your dedication in meeting and resolving the complex challenges of our work.

Mrs. Koisch joins me in wishing for each of you peace, good health and happiness in the New Year.

  
F. P. KOISCH  
Major General, USA  
Division Engineer



1975 CHIEF OF ENGINEERS DISTINGUISHED DESIGN AWARDS PROGRAM

TO: Mr. Jack R. Niemi, Chief, Engineering Division

It is with great pleasure and a deep sense of pride in your accomplishments that I indorse to you this letter from MG F. P. Koisch, Division Engineer, Lower Mississippi Valley Division.

We are all well aware that there is fierce competition for the Honor Award in the Engineering Competition. For the U. S. Army Engineer District, St. Louis, to receive the only Honor Award in this category speaks volumes for not only the Engineering Division but for the entire District. Add to that the Honorable Mention we received in the Landscape Architectural Competition and you will see that my "deep sense of pride" is well justified.

Please add to General Koisch's thanks my personal thanks and pass on to those concerned my appreciation for their efforts.



THORWALD R. PETERSON  
Colonel, CE  
District Engineer

\*\*\*\*\*

TO: District Engineer, St. Louis

It gives me a great deal of personal pleasure to forward this correspondence to you.

Earnings of such distinguished awards reflect a high degree of professional competence and skill in resolving a difficult challenge. It is worthy of note that the Local Flood Protection Project of St. Louis was the only Honor Award presented during the 1975 competition. This award goes beyond the Awards of Merit to recognize an exceptionally distinguished accomplishment, and it represents an unusual level of achievement which should serve as a hallmark for all your activities.

Please add my personal thanks and appreciation to all those whose efforts resulted in a project which brings so much credit to the Lower Mississippi Valley Division and to the St. Louis District.



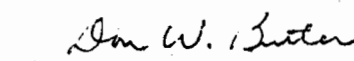
F. P. KOISCH  
Major General, USA  
Division Engineer

TO: Division, Lower Mississippi Valley

The results of the subject program are inclosed (inclosure 1) for your information.

Your response to the program greatly added to the success of this year's competition. The inclusion of the Divisions' "Best-Ever Projects" was very effective and interesting. Each Division office will soon receive a certificate of Special Recognition for these "Best-Ever Projects." Inclosed (inclosure 2) is the list of these projects.

A final brochure, describing this program and announcing the award winners, will be going to press shortly. We will forward several copies to you when they become available.



LEE S. GARRETT  
Chairman, Design Awards  
Steering Committee

COMPETITION RESULTS

Engineering Competition

Honor Award:

Local Flood Protection Project  
St. Louis, Missouri  
Design Agency: St. Louis District

Landscape Architectural Competition

Honorable Mention:

Lithia Springs Recreation Area at Lake Shelbyville  
Shelbyville, Illinois  
Design Agency: St. Louis District



## DISTRICT DOINGS

November, the advent of the holiday season and thanks to Corps personnel, the Globe Democrat Old Newsboys Day event set a new record. Engineer Queen Denise Lott (now retired Queen), Colonel Peterson, Bill Cauble, Roger Cuddeback and Mel Doernhoefer set the pace by selling over \$260 in the charity program. That's over \$100 more than last year. Thanks to all you generous Corps people, the contributions helped to put the drive over the top.

Now to the busy folks who have been doing the job of telling District schools, organizations and clubs about Corps work.

### LOCK & DAM #26

The replacement project that has been the center of nation-wide interest continued to make headlines and the staff kept very busy telling about the work. Bill Sutton, Ken Koller and Bob Daniels took a group of Iowa officials on a tour of the old facility and briefed these members of the State and Iowa Department of Transportation Commission on the project. Ken Koller also spoke to the St. Charles Optimists about the problems. Colonel Peterson was called upon to journey North and to provide input for two public meetings, one at LaCrosse, Wisconsin, and the second at St. Paul, Minnesota. Bill Sutton is set for a talk at Mehlville Senior High early in January and 32 students from Florissant Valley Community College toured the old locks and dam area.

### MERAMEC PARK

Not to be outdone, Meramec Park Lake people were out and about on the speaking trails. Andy Anderson spoke to the American Right-of-Way Association about problems incurred in land acquisition. Hank Schneider, who is in the forefront as Meramec Park interpreter made the journey to UMC and spoke to five classes about the project. Hank also made appearances before the Kennedy High School and the Berkley Chamber of Commerce. Mel Doernhoefer also made a Columbia trip for the Forestry classes and then spoke to the Men's Club plus ladies at Ferguson Methodist Church. Mel is also set for talks to Kirkwood Evening Optimists and the Scottish Rite Luncheon Club soon. Greg Hempen told about the geophysical work to the geology classes at Washington

### REND LAKE

Our Rend Lake crew had a couple of impressive sessions where they had a chance to tell about careers in resources management. Bob Wilkins and Larry Blade teamed up for high school seniors from Sandoval, Patoka and Odin High Schools. Phil Jenkins spoke to a class of 44 students at Benton High about the same subject.

## EEEO

Others found that Corps people are much in demand on a variety of pertinent topics. Jean Hungerford made an appearance on KPLR-TV's "Phone Power" show and spoke about "Working Women." Colonel Peterson was called upon to give the welcome address at the "International Women's Year" conference.

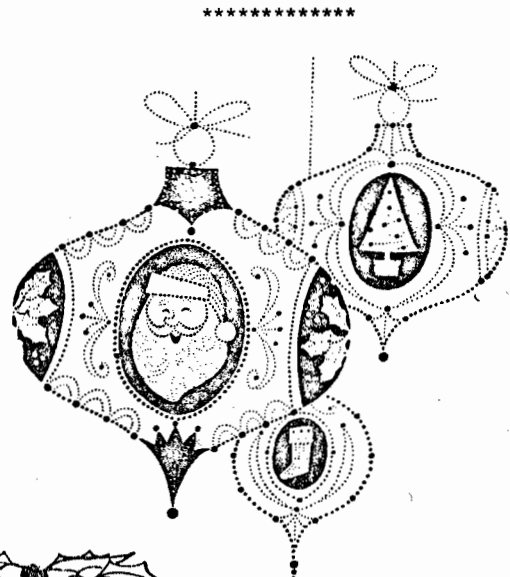
### LOCKS & DAM #24

A group from Principia High were treated to a short course on the river and topped with a visit to Locks & Dam #24. This marks the second time this course has been given due to the popular demand from the students. Lockmaster Buckley and his staff showed the group around the facility to culminate the week-long study.

### POTPOURRI

Arnold Gilchring told the assembled West End Lions Club about the Corps and about the Floods of 1973. Paul Olson spoke to Webster YMCA Indian Guides about the recreation at Corps projects. Colonel Gell was invited to give an update report to the Kaskaskia Industrial Development Corporation's annual Xmas party . . the topic . . Kaskaskia Navigation work and the impact on the industrial growth of the area. On 18 Nov 75, Messrs Dan Marshall, Mike Dace and Stan Ebersohl of the Design Branch journeyed to Rolla, Missouri, where they spoke to a group of graduate students enrolled in a course on Urban Hydrology. The topic of the talk was the Multi-Objective Water Resources Study of the St. Louis Urban Study Program.

\*\*\*\*\*  
\*  
\* CONGRATULATIONS to Miss Nancy Walsh \*  
\* who was elected as District Queen for \*  
\* 1976 at the Corps' Christmas Dinner \*  
\* Dance! \*  
\*  
\*\*\*\*\*



NEW BOOKS IN THE DISTRICT LIBRARY

NFPA Handbook of the National Electrical Code  
Alternating-Current High-Voltage Circuit Breakers  
Energy Policy: Industry Perspectives  
Roster, State, District and County Officers- State of Missouri,  
1975-76  
Ampacities Cables in Open-top Cable Trays  
A History of the Walla Walla District 1948-70  
Energy Conservation Guidelines for Existing Office Buildings  
Solid Wastes: Origin, Collection, Processing, and Disposal  
Sprinkler Irrigation  
Methods of Soil Analysis: Physical and Mineralogical Properties,  
Statistics of Measurement and Sampling, Pt. I  
Air Pollution  
Air Pollution Solutions Manual  
Ayer Directory of Publications, 1975  
Engineering Fundamentals for Professional Engineers' Examina-  
tions  
Office Planning and Design  
User's Handbook of Integrated Circuits  
Encyclopedia of Urban Planning  
Structural Concrete Elements  
Game and the Gunner; Observations of Game Management and Sport  
Hunting  
Land Use and Landscape Planning  
Ecology of Fishes  
A.W.W.A. Proceedings, 95th Annual Conference, Held in  
Minneapolis, June 9-12, 1975  
Inventory of Illinois Drainage and Levee Districts, Vol. I  
and II, 1971  
Bibliography on the Physical Alteration of the Aquatic  
channelization) and Stream Improvement  
Vegetation of the Earth: In Relation to Climate and the  
Eco-physiological Conditions  
Models in Planning: An Introduction to the Use of Quanti-  
tative Models in Planning  
Soil Structure Interaction: Numerical Analysis of Beams  
and Beam-columns  
History and Development of the Clarence Cannon Dam and  
Reservoir, 1957-68  
Acronyms and Initialisms Dictionary, 1975 Supplement  
Salinity in Water Resources  
Guide to Illinois Library Resources  
Research Methods in Social Relations  
Use of Shotcrete for Underground Structural Support, Proceedings of Engineering Foundation Conference, July 1973  
CSI Manual of Practice, Vol. I and II  
Introduction to the Biological Systems of the St. Louis Area, Vol. I and II  
Continental Directory of Standard Point Location Codes



\*\*\*\*\*

ST. LOUIS DISTRICT TELEPHONE DIRECTORY CHANGES

Change information on page V to the following:

MERAMEC PARK REAL ESTATE OFFICE  
P. O. Box 169  
Bourbon, MO 65441

A. LEONARD ANDERSON  
Real Estate Manager

OFC Phone: 314-732-5614

Change the office telephone number to 314-732-5614 for each of the following employees:

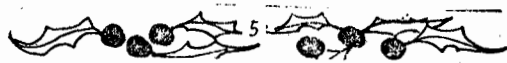
Anderson, A. Leonard  
Davis, Marie  
Dunn, Charlotte

Gladden, Mary L.  
Greer, Clyde K.  
Kleinsorge, Eldon G.

Loeblein, Walter G.  
McCoy, Warren L.  
McGee, Xenophon X., Jr.

Rainsberger, Zona  
Sellers, Clyde H.  
Sweet, Perry S.

All residence phone numbers for the above mentioned changes will remain the same.





## SUGGESTION CAMPAIGN GIFT ----- SURVEY RESULTS

The results of the recent survey conducted by your Incentive Awards Committee indicate that the gift wanted by the majority of employees is still the COFFEE CUP, with the Bicentennial Item coming in a close second. Since the voting was close, the IAC decided to come up with compromise gift -- A BICENTENNIAL CUP!

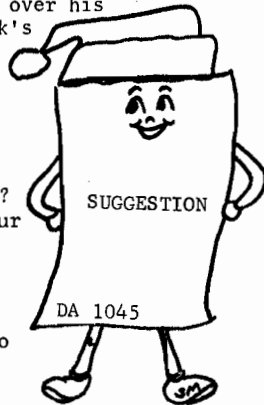
## JOIN THE REVOLUTION IN JANUARY!!!

Put on your thinking cap now -- we're having a "Suggestion Revolution" in 1976. The exact dates of our Suggestion Campaign will be 19 January through 27 February 1976. More on this soon.

\*\*\*\*\*

### KEEP ON SUGGESTIN!

Sooner or later, a suggester, if he is wise, discovers that life is a mixture of good days and bad, victory and defeat, give and take. He learns that it doesn't pay to be a sensitive soul -- that he should let some things go over his head like water off a duck's back. He learns that carrying a chip on his shoulder is the easiest way to close out on a winning suggestion. So what if you have received a rejection letter or two? Don't put that chip on your shoulder and say "Never again." Some of our most persistent suggesters are our most consistent winners. What you need to do is "GET THE HABIT-SUGGEST REGULARLY." The odds are in your favor -- sooner or later you're bound to hit on a winning idea. Try it and see!



\*\*\*\*\*

### W E L C O M E

A hearty welcome is extended to all of our new employees.

<u>NAME</u>	<u>TITLE</u>	<u>ORGN</u>
Harry M. Fink	Civ Engrg Tech	ED-BU
David R. Hearn	Engrg Aid	ED-FG
Michael D. Skinner	Park Ranger	OD-RS
Bradford M. Strauser	Civ Engr	OD-R
Randall C. Carpenter	Engrg Aid	OD-R
Dennis L. Wright	Deckhand	OD-NC

\*\*\*\*\*

*The practical man is the man who knows how to get what he wants. The philosopher is the man who knows what man ought to want. The ideal man is the man who knows how to get what he ought to want.*

\*\*\*\*\*

### THE JOB AUDIT

The job audit or interview with employee to determine what kind of duties are being performed is one of several methods used to gather information about job assignments. In no way is the job audit the sole factor used to make decisions about official duty assignments or the classification (title, series, and grade) of positions. The classifier from the Personnel Office must study the mission of the organization, look at the number of people authorized to get the work done, study job descriptions of all employees in the office, talk with the supervisor about job assignments, and study new proposed draft job descriptions as well as audit or interview the employee who is doing the work.

The study, including the audit, can result in a variety of different actions, some of which are exp<sup>o</sup>ed below.

-There may be no change to the job description.

-Minor changes may be necessary for updating and clarity. There would be no change in job number or classification.

-There may be a major duty change that does not change the classification. If so, a new job description would be prepared to accurately show what the employee is doing.

-There may be a major duty change that does affect the classification. If so, a new job description would be prepared and the duties evaluated to decide the new classification.

The last action sometimes involves a misunderstanding on the part of the employee. In some instances the employee who is audited feels that it is his/her job and that he/she has an automatic right to promotion when the job is upgraded. This is not the case. As methods and work requirements change, individuals may take on new duties. If these duties are covered by the intent of the job description, then no change would be made. When the supervisor begins to feel that the new duties may change the title, series, or grade, he/she requests the job audit. If the position is upgraded, then all eligible personnel must be given the opportunity to be considered and compete for the job through the merit promotion system. The person finally selected for the new position may well be someone other than the person audited.

\*\*\*\*\*



# OVERSEAS VACANCY LIST

<u>RQN NO.</u>	<u>POSITION &amp; GRADE</u>	<u>DUTY STA.</u>
<u>GERMANY</u>		
EUD 75-77	Civ Engr, Supv GS0810-13	Frankfurt
EUD 75-32&41	Civ Engr, GS-810-12	Kaiserslautern, Teveren
EUD 75-64	Civ Engr Tech, GS-802-9	Teveren
EUD 75-75	Civ Engr Tech, GS-802-12	Frankfurt
EUD 75-43	Elec Engr, GS-850-11	Teveren
EUD 75-44	Mech Engr, GS-830-11	Teveren
UGD 75-28	Const Rep, GS-809-9	Neu Ulm
UGB 75-174	Engrg Tech, GS-802-11	Frankfurt
UGB 75-168	Realty Spec, GS-1170-11	Frankfurt

## HAWAII

PODO 75-18-3	Interdisciplinary Pos Honolulu GS-12
--------------	---

## ITALY

MDD 75-1-62	Civ Engr, GS-810-12	Leghorn
MDD 75-1-61	Civ Engrg Tech GS-802-11	Leghorn
MDD 75-1-55	Engrg Tech/Prog Anal	Leghorn
MDD 75-1-51	Proc Agent, Supvy, GS-1102-11	Leghorn

## JAPAN

JPN 76-18-25B	Civ Engr, Supvy, GS-810-12	Zama
---------------	-------------------------------	------

## KOREA

KOR 76-18-50	Civ Engr, Supv, GS-810-11	Seoul
KOR 75-18-234, KOR 75-18-235	Sanitary Engr, Supv GS-819-11	Pyongtaek, Paju

## SAUDI ARABI

MDD 75-2-229	Budget Anal, GS-560-11	Riyadh
--------------	---------------------------	--------

<u>RQN NO.</u>	<u>POSITION &amp; GRADE</u>	<u>DUTY STA.</u>
<u>SAUDI-ARABIA (contd)</u>		
MDD 75-2-198	Civ Engr, GS-810-12	Riyadh
MDD 75-2-120	Civ Engr/Tech, GS-810/802-12	Al Batin
MDD 75-2-221	Civ Engr (Soils), GS-810-12	Riyadh
MDD 75-2-235	Computer Operator, GS-332-5	Riyadh
MDD 75-2-237 (3 positions)	Computer Spec, GS-334-11	Riyadh
MDD 75-2-86	Const Repr, GS-809-9/11	Al Batin

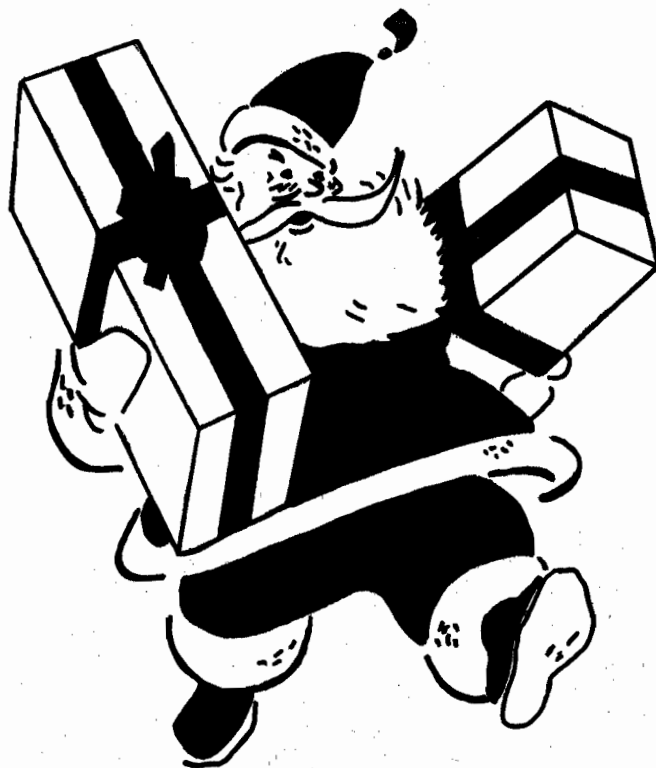
\*\*\*\*\*

## 1976 SUMMER EMPLOYMENT

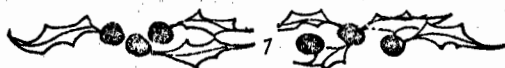
Copies of the 1976 Summer Employment Announcement have been received and are available in Room 951.

\*\*\*\*\*

# Merry Christmas...



THE BEST IDEA OF ALL!



The Incentive Awards Staff

# OPEN CONTINUOUS VACANCY ANNOUNCEMENTS

NO.	TITLE
75-118	Professional & Admin Career Exam Positions, GS-5 and GS-7
75-131	Deckhand, WG-5906-4 (Optimum WG-6), Operations Division, Plant Branch, Service Base Section, Consolidate Shops Unit (To remain open for a period not to exceed 6 months from 5 Dec 75)

\*\*\*\*\*

## TRAINING ---- THINGS YOU SHOULD KNOW

Recently a number of situations have occurred which indicate that there is some misunderstanding on (1) submission of training requests; (2) obligation to attend training courses; (3) providing grade reports to PB-T on Government sponsored courses; (4) penalty for dropping courses. Lets look at them in order.

a. Submission of Training Requests: In all cases it is the responsibility of the immediate supervisor to initiate action to accomplish training. The employee, however, may wish to discuss training needs with the supervisor before approached on the matter. This is perfectly O. K. HOWEVER, requests for training in a non-Government facility must be submitted on the proper form (ENG 3644), PRIOR to the training. No employee should indicate to a non-Government facility that the District will pay the bill, unless he or she has received a letter permitting enrollment at District expense. Last minute requests must be avoided, except in emergency situations. Training requests should be in the Personnel Office at least two weeks prior to the time that the employee intends to register for the course.

b. Obligation to attend training courses: Too frequently of late there have been last minute cancellations of nominations to attend courses. Once the confirmation for attendance at a course has been received the District is obligated to pay for it. This is especially true in the case of courses offered by the Civil Service Commission. Unless a substitute can be arranged for, the District is obligated to pay the fee. Supervisors are urged to be certain when they nominate people for courses that the individual nominated will be able to attend, or that a suitable substitute is made available. When making the nomination please put a suspense on your calendar for that date so that the confirmation for attendance will not come as a surprise.

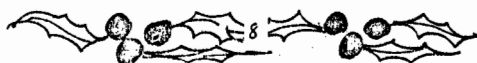
c. Providing copies of grade reports: Employees taking night school courses, at District expense, are reminded that they must submit a copy of the final grade to the Personnel Office (PB-T), as soon as possible. Future tuition assistance by the District may be jeopardized if the grade report is not received.

d. Penalty for dropping courses: Employees who enroll in a course authorized by the District are reminded that if they drop the course for personal reasons, they must advise the Chief, Training and Development Branch immediately! Once a course has begun there is always a "penalty charge" by the school, and the District is obligated to pay it. Any employee dropping a course for other than an authorized reason, approved by the Personnel Office, must pay for future courses on their own, until they present a copy of a grade report indicating that they have made a passing grade on a course for which they have paid the tuition themselves. Questions on this should be referred to the Chief, Training and Development Branch, Ext 3911.

\*\*\*\*\*

## CANCELLATION OF OPEN CONTINUOUS VACANCY ANNOUNCEMENT

NO.	TITLE	SERIES & GRADE
72-41	Engr Eq Opr (Seasonal)	WG-5716-8
72-44	Tractor Opr (Seasonal)	WG-5705-6
72-46	Engr Eq Mech Helper (Seasonal)	WG-5803-5
72-47	Reservoir Const & Maint Ldr (Seasonal)	WL-3501-5
73-41	Engr Aid	GS-802-3
73-86	Civ Engrg Tech	GS-802-7
73-118	Clk-Typist	GS-322-3
74-4	Civ Engr	GS-810-11/9
74-5	Civ Engr	GS-810-9 (Opt GS-
74-6	Civ Engr	GS-810-11/9
74-7	Civ Engr	GS-810-11/9
74-9	Struc Engr	GS-810-11/9
74-10	Computer Opr	GS-332-4 (Opt GS-5)
74-30	Civ Engr	GS-810-11/9
74-31	Struc Engr	GS-810-11/9
74-33	Civ Engr	GS-810-11/9
74-36	Computer Opr	GS-334-7 (Opt GS-9)
74-41	Engr Draftsman	GS-818-4
74-44	Tender Opr	WS-5903-7
74-45	Civ Engrg Tech	GS-802-7/6/5
74-47	Struc Engr	GS-810-12
74-61	Construc Insp	GS-809-6
74-62	Civ Engrg Tech	GS-802-9
74-66	Construc Insp	GS-809-7
74-68	Winchman (Seasonal)	WG-5905-7
74-69	Deckhand (Seasonal)	WG-5906-6/4
74-95	Surveying Tech	GS-817-4
74-119	Laborer (Seasonal)	WG-3502-3
74-130	Civ Engr	GS-810-11
74-136	Civ Engr	GS-810-11/9
74-138	Head Lock & Dam Opr	WG-5426-10
74-141	Clk-Steno	GS-312-3 (Opt GS-4)
74-158	Card Punch Opr	GS-356-3
74-159	Clk-Steno	GS-312-4
74-160	Lock/Lock & Dam Opr	WG-5426-5
74-166	Lock Eq Repr	WG-5318-10/8
75-21	Lock & Dam Eq Repr	WG-5318-11
75-22	2d Mate	WS-5919-9





CANCELLATION OF OPEN CONTINUOUS VACANCY ANNOUNCEMENT  
(contd)

UMPO-1	Engr Aid	GS-802-3
UMPO-2	Construc Insp Aid	GS-809-3
		(Opt GS-5)

\*\*\*\*\*

GRANDPA JONES, star of Hee Haw: "Middle age is when you feel terrible in the morning and you had no fun at all the night before."

\*\*\*\*\*

IDENTIFY YOURSELF!

No doubt all of us think we know the proper and courteous telephone techniques. Do we? How many of you identify yourself when calling someone? If you do not, then you are violating one of the simplest and easiest to follow rules of telephone courtesy.

While many people do not like to take a call without knowing the name of the caller, we must realize that many people calling do not like to be asked to identify themselves. They consider it impertinent, an insult, or an attempt to be "screened out" by someone who wishes to avoid them. Quite naturally in a business (Government) operation it is important for some calls to be "screened" or re-channelled to another person; however, tact and diplomacy must be used. If the caller does not identify himself, and your boss has made it a rule that he or she wants to know who is calling, then your best effort is required. Just keep in mind how you would like to be asked to identify yourself, if you were the caller. Can you do it? Give it some thought -- and practice, it will help.

While you cannot make the person identify himself, you can be sure you are doing your telephoning properly. Simple -- just identify yourself when you call!

\*\*\*\*\*



All employees working in the District Office and Service Base are asked to donate blood at the Red Cross Bloodmobile which will be set up in Room 1040 of the District Office from 9:00 a.m. to 2:00 p.m. on Tuesday, 30 December 1975. Previous donors have been sent a Pledge Card which should be returned to Norma Kosta, PB, Room 957. Pledge Cards for new donors may be obtained in Room 957 or by calling Ext 2838.

CALL WORLD: Bob Crisp is employed at the South Atlanta Division, Atlanta, Georgia, in Geology, Soils and Material Section, Engineering Division.

Bob Crisp (our own) is employed at the St. Louis Engineer District, St. Louis, Missouri, in Soils Section, Engineering Division.

The Red Cross specifically requested that the Bloodmobile be scheduled at this time due to the severe shortage of whole blood during the holiday season. ALMSA will have their Bloodmobile on Monday, 29 December 1975, in Room 1040. Employees who may find it more convenient to donate on the 29th should call Norma Kosta, Ext 2838, for an appointment.

**Blood Donor**

*He hath made of blood all races of man.  
And now from my veins has gone forth,  
To the east, or the west, to the south or the north,  
This substance of life; so I may not again  
Declare what is mine, nor again ever know  
Who is blood brother, or who my heart's kin;  
With no mark to tell me, without or within,  
My blood may be coursing, where death might have been,  
For all blood is red, whatsoever the skin  
And all pulses beat with an ebb and a flow,  
Thus who is the stranger or foreigner when,  
Unknown to unknown, a life is restored  
Through the love of mankind in the name of the Lord  
Who made of one blood all races of man!*

by Caroline Cain Durkee

\*\*\*\*\*

THE TOASTMASTERS PROGRAM IS FOR YOU

Sharpen your ability to communicate effectively with your business associates, members of your community, your family, and friends through Toastmasters.

Learn how to say what you are thinking . . . and think about what you are saying. Learn to evaluate the ideas of others and hear what you listen to.

You will sharpen your speaking, listening, and thinking abilities through a series of Toastmasters communication and leadership projects. You will polish your ability to express yourself effectively and improve your leadership skill through participation in Toastmasters discussion groups, conferences, briefings, and in speaking to audiences and individuals.

You are invited to attend any Toastmasters Club Meeting held on Mondays at noon in Room 1040 (bring your lunch if you wish) or call Gene Degenhardt, Ext 6601, or Ken Koller, Ext 2901, for details.

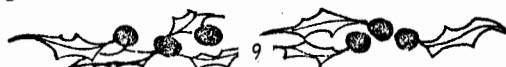
\*\*\*\*\*

Busy executive: "Now where in the world is my pencil?"

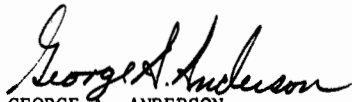
Secretary: "It's behind your ear."

Busy executive: "Come, come. You know I'm a busy man. Which ear?"

\*\*\*\*\*



FOR THE DISTRICT ENGINEER:

  
GEORGE A. ANDERSON  
Personnel Officer

DISTRIBUTION: M

UNOFFICIAL

FOR SALE

Boat, 15' fiberglass tunnel hull, 125 HP, mercury racing engine. Very fast, must sell.  
Contact Joel R. Nelson, 892-5474

Puppies: Born-24 Nov 75  
Mother-Standard Poodle black and silver  
Father- ? , black and brown  
Contact John Heitzmann, Ext 3955, 353-3368

Born-1 Dec 75  
Labrador, AKC registered, yellow and black  
Contact Jim Petersen, Ext 2106, 725-9548

